

City of Tempe Seasonal Employment



Community Services Department –Westside Senior Center, 715 E. 5th St., Tempe, AZ 85281 * (480) 858-2420

WESTSIDE ADMINISTRATIVE CLERK

715 E. 5TH ST., TEMPE 85281

Opening Date: August 18, 2004
Closing Date: Subject to closing when the needs of City are met.
Hourly Wage: \$ 10.33 per hour
Hours: 19 hours per week. Hours will vary between 8 AM – 3 PM, Monday through Friday.

Minimum Qualifications: Requires experience in customer service and general clerical office skills and the equivalent to the completion of the 12th grade. Ability to create documents using Microsoft Word, Excel, Access and Publisher. Possession of, or ability to obtain, an appropriate, valid Arizona driver's license. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.

Additional Requirements: Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Type and use a computer at a speed necessary for job performance.
- Operate a cash register or point of sale system and cash handling skills.
- Learn and correctly interpret and apply program policies and procedures.
- Establish and maintain cooperative working relationships with public and staff.
- Perform routine clerical work.
- Understand and carry out oral and written directions.
- Ability to lift and move equipment up to 50 pounds.

Representative Essential Functions:

- Act as a receptionist to answer the telephone and serve the public in person by providing general and specific information concerning Tempe Parks & Recreation facilities, programs and policies.
- Operate a computer to enter data and create program documents.
- Operate a cash register or point of sale system, accept payment of fees, maintain change fund and process cash records.
- Issue, receive, type and process various facility use permits and recreation program registration forms.
- Receive, sort and distribute incoming and outgoing correspondence.
- Lift and move equipment such as tables, chairs, projectors and program supplies.
- General facility upkeep.
- Other duties as assigned.

Applications available at City of Tempe Parks & Recreation Administration Office, 3500 S. Rural Road, Pyle Adult Recreation Center, 655 E. Southern Avenue, (480) 350-5211, Westside Sr. Center 715 E. 5th St., (480)858-2420
For More information, call (480) 350-5212.